



**ASSESSMENT/
CAREER EXPLORATION/
JOB PLACEMENT
SERVICES**

A PART OF STUDENT SERVICES

**•SERVING THE STUDENT
AND THE COMMUNITY•**

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I. CAREER AND JOB PLACEMENT RESOURCES

Various career resources are available including books and pamphlets on career exploration. College catalogues from Kansas colleges and universities as well as a few from major schools in surrounding states are available. Students interested in job information for area part-time jobs can contact the Testing Center. Current jobs will be listed on the Job Bulletin Board in the Student Union. The center also provides information on resume writing, cover letters, and guidance for job interviews. If an instructor would like a career administrator to lecture to a class on career and job placement information contact the Testing Center and a time can be scheduled.

II. INSTRUCTOR MAKE-UP TESTS AND GUIDELINES

The Dodge City Community College Testing Center will give make-up tests to any DCCC student at the instructor's request. Students should seek approval from their instructor concerning make-up tests. The instructor will make the necessary arrangements if he/she approves your request.

DATES: By appointment only.

REGISTRATION: At the instructor's request the Dodge City Community College Testing Center will take appointments for giving make-up tests to individual students. Students may call or stop by the Dodge City Community College Testing Center to schedule their tests.

COST: FREE for Dodge City Community College students.

EVALUATION TIME: Varies, depending on the test.

I. D. REQUIREMENT:

Students taking either an External Studies Test or a make-up test **MUST** provide picture identification (either an I.D. or Driver's License) to the Testing Center personnel before testing will begin. **NO EXCEPTIONS WILL BE MADE.**

TESTING CENTER GUIDELINES

1. Instructors please use the make-up test form when sending test to the Testing Center. Each student's name must be listed on a separate form (this helps us when returning tests).
2. The Testing Center will provide the opportunity for students to make-up tests missed for legitimate reasons during regular class time but please encourage students to make every effort to take exams at the designated time during class. The Testing Center is limited in space and due to the facilities it does not have the most ideal noise control.
3. The Testing Center will **not** administer test to a whole class whether it be for make-up, extra credit, or open book.
4. Instructor's are responsible for bringing tests to the Testing Center. Students are not authorized to deliver or return tests. The Testing Center Staff (not student workers) will be responsible for returning completed tests to each building secretary at 3:30 each day. If tests are needed at any other time, it will be the Instructor's responsibility to pick them up.
5. Students will be asked for identification (driver's license or student I.D.) prior to taking a make-up test at the Testing Center.

III. ASSESSMENT DESCRIPTIONS

A. ACHIEVEMENT AND PLACEMENT INVENTORIES...

These tests are designed to measure an individual's current level of knowledge in specific areas.

1. ACT TEST

This test covers the areas of English, math, social studies, and natural science. Dodge City Community College generally uses the test results to place students into appropriate college classes.

DATES:	October, December, February, April, and June.
REGISTRATION:	You must pre-register. Registration packets are available at the Dodge City Community College Testing Center.
COST:	\$14.00 (Payable to ACT)
EVALUATION TIME:	4 hours

2. ASSET TEST

This placement test is used by Dodge City Community College to place students in the appropriate English, math and reading classes. Scores are available immediately. Any student wanting to enrolling in an English, math, or reading class is required to take the ASSET before enrollment.

DATES:	Every Thursday at 8:30 a.m. and 12:30 p.m., or by appointment.
REGISTRATION:	Register locally by calling the Dodge City Community College Testing Center.
COST:	Free to Dodge City Community College students and individuals in the process of enrolling at Dodge City Community College. Non-students pay a \$5.00 fee (Payable to Dodge City Community College).
EVALUATION TIME:	1 1/2 hours

3. CALIFORNIA ACHIEVEMENT TEST (CAT)

This achievement test is used by the Colorado Department of Education for teacher certification. The CAT covers spelling, language mechanics, language expression, mathematics computation and mathematics concepts and applications. Scores are available immediately and are sent to the appropriate education department in Colorado.

DATES:	By appointment only.
REGISTRATION:	Register by calling Dodge City Community College Testing Center
COST:	\$10.00 (Payable to Dodge City Community College) first testing \$5.00 each additional testing
EVALUATION TIME:	2 1/2 hours total (5 separate tests)

4. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

This program of tests is designed to allow you to show your knowledge in a wide range of subject areas and to receive college credit for those subjects. There are 30 subject-area tests available. They are scored by The College Board and results are sent to you and the college you designate on the test form.

DATES:	By appointment only
REGISTRATION:	CLEP test are not kept on-hand; therefore, you should allow 10 days for the test to be ordered and received. Register by calling Dodge City Community College Testing Center.
COST:	\$38.00 (Payable to CLEP) There is an additional \$10.00 fee if not a DCCC student (Payable to DCCC).
EVALUATION TIME:	1 1/2 hours

NOTE: Dodge City Community College charges \$5.00 per credit hour for a successful CLEP subject to be added to the student's transcript.

5. SCHOLASTIC APTITUDE TEST (SAT)

The SAT is an achievement test that measures your current knowledge of academic subjects (i.e: English, math, etc.). Dodge City Community College will accept either ACT or SAT scores for placement into classes. Some colleges/universities require a particular test. Check with the college of your choice.

DATES:	December and May
REGISTRATION:	Register directly with Educational Testing Service (ETS). The address and phone number are available at the Dodge City Community College Testing Center. Walk-ins are allowed.
COST:	Pre-registered candidates for SAT: \$16.00 Pre-registered candidates for Achievement Tests: \$21.00 Walk-in candidates for SAT: \$45.00
EVALUATION TIME:	4 hours

6. TEST OF ADULT BASIC EDUCATION (T.A.B.E.) LEVEL D

This test is designed to measure achievement in reading, mathematics, language, and spelling. TABE focuses on basic skills that are required to function in society. Approved for use as an "ability to benefit" test.

DATES:	By appointment only
REGISTRATION:	Register by calling Dodge City Community College Testing Center.
COST:	No charge for DCCC students or prospective students. Non-students are charged \$5.00.
EVALUTATION TIME:	71 minutes total.

7. WONDERLIC SCHOLASTIC LEVEL EXAM (FORM T-51 AND T-71)

This is a short form test of general mental ability. Test scores correlate highly with success in training programs and with performance in employment. It is composed of 50 questions covering the major domains of intellectual functioning. The questions progress from easy to more difficult. Approved for use as an "ability to benefit" test.

DATES:	By appointment only
REGISTRATION:	Register by calling DCCC Testing Center
COST:	No charge for DCCC students or prospective students. Non-students are charged \$5.00.
EVALUATION TIME:	An exact 12 minutes testing time.

B. INTEREST/PERSONALITY/VALUES INVENTORIES...

These tests are designed to help you understand yourself better, and prepare you to make educational and career decisions.

1. CALIFORNIA OCCUPATIONAL PREFERENCE SYSTEM (COPS)

This self-scoring interest inventory provides a score in each of 14 major occupational categories. Scores are available for both professional level occupations and skilled level occupations. Because the inventory is self-scored, results are available immediately upon completion of the inventory. Many occupations in each category are included for further exploration.

DATES:	By appointment only.
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REGISTRATION:	Make appointments by calling the Dodge City Community College Testing Center. Available for both group and individual administration.
COST:	Free for Dodge City Community College Students and alumni. Non-students pay a \$15.00 fee (Payable to Dodge City Community College).
EVALUATION TIME:	Untimed inventory. It can usually be completed in 30 minutes.

2. DISCOVER (A CAREER EXPLORATION PROGRAM)

This test is computer-assisted and covers the areas of interest, aptitude, values, experience and educational major. Tests are scored immediately in the computer. You DO NOT need computer experience to take these inventories.

DATES:	By appointment only
REGISTRATION:	Make appointments by calling the Dodge City Community College Testing Center.
COST:	FREE for Dodge City Community College students and alumni, and students in area high schools. Non-students pay a \$10.00 fee for unlimited access to DISCOVER (Payable to Dodge City Community College).
EVALUATION TIME:	2 hours. These tests are untimed.

3. MYERS-BRIGGS TYPE INDICATOR

This test is used to determine personality types and preferences. The test results are useful for making personal, career, and vocational decisions. This test is available for individual or group testing.

DATE:	By appointment only.
REGISTRATION:	Make appointments by calling the DCCC Testing Center.
COST:	FREE for DCCC students and alumni. Non-students pay a \$5.00 fee (Payable to DCCC)
EVALUATION TIME:	Untimed test. Approximately 1 hour is needed to complete this test.

4. STRONG-CAMPBELL INTEREST INVENTORY

This test measures individual interests and relates them to a variety of careers. Completed forms are sent off to be scored and analyzed. Allow two weeks for scoring.

DATES:	Group testing by appointment only. Individuals may take the test home to complete. The completed form should be returned to the Dodge City Community College Testing Center as soon as possible.
REGISTRATION:	Make appointments for group testing by calling the Dodge City Community College Testing Center. No appointment is necessary for individual testing.
COST:	FREE for Dodge City Community College students and alumni, and students in area high schools. Non-students pay a \$5.00 fee (Payable to Dodge City Community College).
EVALUATION TIME:	These tests are untimed. Less than 1 hour is needed to complete this test.

C. MISCELLANEOUS INVENTORIES

Several specialized tests are available at the Dodge City Community College Testing Center. Four Frequently Administered Tests are described below.

1. CORRESPONDENCE CLASSES

Students who are taking correspondence classes from the University of Kansas, Kansas State University, or other institutions can have their exams sent to the Dodge City Community College Testing Center to be administered and monitored.

2. GENERAL EDUCATION DEVELOPMENT TEST (GED)

The GED testing program measures skills in five areas: Writing, social studies, science, reading and math. Each area may be tested separately and in any order. Dodge City Community College encourages the examinee to take the practice tests and work on weak areas before taking the GED testing. Passing the GED test awards the examinee with a High School Equivalency Diploma

DATES:	By appointment only.
REGISTRATION:	Make appointments by calling the Dodge City Community College Adult Learning Center at 225-0123, or you may call the Dodge City Community College Testing Center.
COST:	No cost for pre-testing and tutoring. \$30.00 fee for diploma when you pass the test. (Payable to Dodge City Community College).
EVALUATION TIME:	7 1/2 hours total (5 tests given). You may take all of the tests at one sitting, or you may take the tests one-at-a-time.

3. NELSON-DENNY READING TEST

This test specifically assesses vocabulary, comprehension, and reading rate. This test can be given to individuals and/or groups. Scoring, assigning reading levels, and advising is done locally.

DATES:	By appointment only.
REGISTRATION:	Appointments must be made by a faculty member and/or counselor.
COST:	FREE for Dodge City Community College students and alumni. Non-students pay a \$5.00 fee (Payable to Dodge City Community College).
EVALUATION TIME:	45 minutes.

4. STANFORD DIAGNOSTIC READING TEST

This test determines reading and study skill levels. First of all, Dodge City Community College uses this test to isolate specific reading problems which the student may be experiencing. Secondly, Dodge City Community College and the student use the test results to develop an individual reading program designed to enhance the student's ability to succeed in education. Scoring, analysis and advising are done locally.

DATES:	By appointment only.
REGISTRATION:	By referral only. Appointments must be made by a faculty member and/or counselor.
COST:	FREE for Dodge City Community College students and alumni. No-students pay a \$5.00 fee (Payable to Dodge City Community College).
EVALUATION TIME:	1 1/2 to 3 hours, depending on the test given.

IV. ABILITY TO BENEFIT

The Testing Center also conducts assessments for the Financial Aid Office to determine “ability to benefit.” Students applying for any Federal Financial Aid who do not have a highschool diploma or G.E.D. must pass an assessment approved by the Department of Education. The Asset, Wonderlic, or TABE can be taken and must be passed for this purpose at DCCC.